



King County

**ADMINISTRATIVE SPECIALIST III
DEPARTMENT OF NATURAL RESOURCES & PARKS
SOLID WASTE DIVISION**

Hourly Rate Range: \$18.05 - \$22.89

Job Announcement: 06MM6004

OPEN: 5/31/06

CLOSE: 6/12/06

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Solid Waste Division, ATTN: Admin. Spec. III Recruitment, 201 South Jackson Street, Suite 701 – Seattle WA 98104-3855**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) You may fax your application materials to the Solid Waste Division at (206) 296-4473. We are not responsible for incomplete fax transmissions. Interoffice mail - KSC-NR-0701. You may also e-mail your application to HR.SWD@metrokc.gov. **PLEASE NOTE: Applications** not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications of the job.

WORK LOCATION: King Street Center – Downtown Seattle, WA.

WORK SCHEDULE: This position is overtime eligible and works a 40 hour workweek; Monday through Friday, 8:00 a.m. – 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE: The Finance & Administration Section Administrative Specialist provides a full range of administrative and technical services to the Finance & Administration Manager and section staff. The incumbent is expected to work independently on assigned responsibilities while exercising sound judgment, and work as a team member with other office employees. Duties include, but are not limited to:

- Compose, proofread, and/or edit all correspondence, memoranda, reports, policies and procedures, forms, and miscellaneous documents from written/disk material, ensuring proper King County format and grammatical usage.
- Organize and maintain Finance & Administration Section paper files and computer filing systems. Index files, manuals and forms according to King County guidelines as appropriate. Organize and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records.
- Receive, monitor and track correspondence.
- Assist the Section Manager with meeting response deadlines.
- Receive telephone calls and in-person visitors; courteously greet and provide information or direction.

- Process mail: attach related correspondence or information before forwarding; prepare replies to routine letters and memos; identify priority and/or time sensitive material; handle cash and checks.
- Maintain security and confidentiality of files and materials as appropriate.
- Schedule meetings and appointments for Section Manager and Section staff; prepare meeting rooms, including set up and supplies.
- Make training and travel arrangements; research costs and prepare documentation as required.
- Enter data into spreadsheets and databases and distribute as requested.
- Coordinate workload and schedule work of other clerical help as assigned.
- Backup the Division Confidential Secretary, Customer Service Representatives and provide additional administrative support to Section and Division staff as assigned.

QUALIFICATIONS:

- Three (3) years of progressively responsible administrative and office experience, or an equivalent combination of education and experience that demonstrates knowledge of general office practices, policies and principles.
- Intermediate knowledge of Microsoft Excel, Word and Access database.
- The ability to create, modify and maintain documents, spreadsheets and databases using MS Word, Excel and Access.
- Demonstrated proficiency in scheduling and use of electronic mail using MS Outlook.
- Ability to follow oral and written instructions and follow through with assignments
- Demonstrated ability to effectively provide support to a team of individuals, in a high workload environment.
- Ability to multi-task, prioritize work load, perform work under pressure and meet tight deadlines in an organized fashion.
- Ability to interpret, apply and follow established rules, regulations, codes, policies, procedures or ordinances.
- Excellent written and oral communication skills, including proper use of English, grammar, and spelling and ability to apply appropriate tone to correspondence
- Experience in the use and operation of standard office equipment, including personal computer, photocopier, fax machine, calculator and multi-line telephone.
- Most competitive candidates will have experience handling cash and experience maintaining confidential information.
- Ability to lift and or carry items weighing up to 25 lbs.
- **Offers of employment will be contingent on the successful completion of a pre-employment computerized exam. Topics candidates will be examined on include: Formatting and editing letters, Advanced Formatting and Editing, Microsoft Excel spreadsheet use, proofreading and Microsoft Access database usage. Candidates must obtain a passing score for further consideration in the recruitment process.**

UNION MEMBERSHIP: Positions in this classification are represented by Teamsters Local 117E, Administrative Support Services.